

Page 5

19 October 1954

25X1A

MEMORANDUM FOR:

Chief, Services Branch  
Employee Services Division, Personnel Office

SUBJECT : Advance Gifts Committee Returns for Community  
Chest Campaign, Special Reference - Logistics Office

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1. I have been informed by [redacted] Personnel Officer, Logistics Office, that through an error there, the advance gifts returns of \$590.00, representing the contributions of some 42 people of GS-13 and above in the Logistics Office, were included with certain preliminary general solicitation returns, the total amount of both proceeds being \$1,078.00 from some 206 pledges (including the 42 mentioned above), which were sent to you direct last Friday, rather than through this office as per instructions.

2. I would appreciate it if you would separate the two amounts in paragraph 1 above, to reflect their different sources as cited. I further understand that the entire amount of \$1,078.00 has been received in your office this date.

/s/

[redacted]  
Special Assistant to the  
Deputy Director (Administration)

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cc: Personnel Officer/ LO

SA-DD/A:JAC:mrp (19 October 1954)

Distribution:

- Orig & 1 cc to addressee
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